SPECIAL EVENT PROCESS Applicant submits Special Event Application (Deadline Wednesday at 5:00pm) if application is complete. SEPC has 10 working days to approve or deny **Pre-Application Meeting with Special Events Permit Committee (SEPC)** Weekly meetings on Wednesday mornings. **SEPC SEPC** No recommendation. recommends recommends **Additional information** approval denial required for review and decision. **Applicant Applicant resubmits revised** notified of application or additional denial within documentation. SEPC has 2 working 10 days for review days of preapplication meeting. **SEPC** SEPC recommends recommends approval denial **Applicant may** appeal to Zoning **Administrator** (ZA) within 10 working days. **Applicant** ZA decision is notified of Permit Permit final. denial **Issued Issued** Applicant may appeal to Zoning Administrator (ZA) within 10 working days. ZA decision is final.